

HATTON HALL

A building for use by the Tempe community

Managed by:

Tempe Community Council
Benjamin B. Moeur Residence
34 E. 7th Street, Building A
Tempe, Arizona 85281
(480) 858-2300

FEE STRUCTURE (For Private/Weekend Events)

The following fees are due two (2) weeks prior to any private event. Hatton Hall is available for Private Events on a limited basis. Please contact Tempe Community Council for more information.

\$250.00 rental fee (up to 5 hours). * **Add \$50.00 for each additional hour.** Make check payable to Tempe Community Council. (Be sure to account for set-up time and clean-up time when figuring fees.) _____

\$150.00 Event Monitor fee for up to 5 hours. * **Add \$30.00 for each additional hour.** Make check payable to Tempe Community Council. _____

\$250.00 refundable breakage/cleaning and loss deposit. Make check payable to Tempe Community Council. (This fee will be adjusted and refunded within two (2) weeks after the event. If breakage exceeds deposit, the renter agrees to pay the additional costs.) _____

\$250.00 refundable catering damage/liability deposit. Arrange to have your caterer's provide check payable to Tempe Community Council. _____

Total fees due two weeks prior to event. (Excludes overage charges) _____

Fees are due two weeks prior to the event. Deliver fees to the Tempe Community Council offices and complete a Use Permit. Tempe Community Council offices are open from 8:30 AM - 4:30 PM Monday through Friday. * **Should the hours of the event exceed reserved time; additional fees will be due upon event completion.** In addition, all Hatton Hall general regulations apply.

Cancellations must be made two (2) weeks prior to the event. Cancellations received any time thereafter result in a forfeiture of the rental and Event Monitor charges, not to exceed \$300.00.

Please contact the Tempe Community Council staff to arrange a time to see Hatton Hall and to set a date for your event.

I have read and agree to the Hatton Hall Fee Structure and Rental Agreement.

Applicant Signature

Date

TCC Staff Signature

Date

Please print this form and bring it to the Tempe Community Council with your fees.